



Department of Workforce Services
Small Business Bridge Program
Non-Competitive Grant for Utah Businesses

Introduction

The Small Business Bridge Program (Bridge Program) provides a limited reimbursement opportunity to small businesses that incur training costs from the creation of new jobs. The Bridge Program strives to provide training reimbursement and create new revenue to the Utah Unemployment Compensation Fund (Fund) from the creation of new jobs.

The Bridge Program is being funded entirely by penalty and interest payments collected from the Fund and will not require any new funding sources for its operational or administrative costs. It is the intent of the Utah Department of Workforce Services (the Department) to reinvest these funds strategically back into the Utah Workforce and Businesses.

Background

The Department recognizes the challenges small businesses face in creating new jobs. The costs of creating a new position, hiring a new employee and training that employee can be substantial. This is particularly true in industries where finding skilled labor can be difficult and companies have to provide more on-the-job training to their employees. More than ever businesses need a skilled workforce to grow and stay competitive.

The Bridge Program is being implemented to help small businesses offset the cost of training for newly created jobs by providing direct reimbursement to businesses that are willing to hire additional permanent employees.

As small businesses make up approximately 97 percent of the existing employing entities in Utah, it serves that effective public programs will provide assistance to ensure that small businesses continue to grow.

The Bridge Program will start accepting applications on August 6, 2012 and will continue to accept applications until all funding has been obligated or until February 28, 2013.

Pathway

Businesses wanting to participate in the Bridge Program must undertake the following process:

1. Fill out an application and turn it in with the required documentation.
 - a. Applications must be submitted via email to dws_bridgeprogram@utah.gov. No hard copies will be accepted.
 - b. A representative from the Department will contact the business within two business days to confirm receipt of the application.
 - c. The application must include the number of employees the business currently has (this number will be verified by the Department on the most recent Unemployment Insurance Quarterly Report) and how many employees will be hired to fill newly created positions and the pay for each new position.



2. All completed applications will be reviewed by the Department within two business weeks of the receipt date.
3. After the application has been processed and all information verified, reimbursement will be approved and awarded based on the following criteria:
 - a. The reimbursement amount qualified for will be based on the number of new jobs created that are at least 80 percent of the applying business's county average wage. A current average wage chart for each county is included at the end of this document and is available for view at <http://jobs.utah.gov/jsp/wi/utalmis/gotoCounties>.
 - b. Applications will be awarded on a first-come, first-served basis until all funds have been obligated.
4. The business will be contacted by a DWS representative to coordinate a meeting where the agreement can be reviewed and signed.
 - a. An agreement must be signed by both the Business and the Department before the business can hire the number of employees indicated on the application.
5. The Business will submit an Invoice for Payment (Attachment C) to dws_bridgeprogram@utah.gov after they have hired and trained their new employees and the employees are accounted for on a minimum of one Quarterly Unemployment Insurance Report.
 - a. The number of new jobs created will be verified by the Department on the most recent Quarterly Unemployment Insurance Report.
6. After the Invoice for Payment has been received and all information verified then the Department will issue payment to the company.

Application Checklist

The following documents are required with each application:

- The fully completed Small Business Bridge Grant Pilot Program Application.
- The Terms and Conditions, signed by the company's authorized agent.

Bridge Program Eligibility and Guidelines

The following eligibility requirements and guidelines apply to the Bridge Program:

- For a business to qualify for the Program it can have up to 100 employees.
- The business must have its business operation in the State of Utah to receive the final reimbursement amount.
- A business that receives incentives will provide training for the newly hired employees.
- A business must verify that newly hired employees are legal U.S. citizens or meet eligible non-citizen requirements through E-Verify and/or an I-9 form.
- Qualifying businesses must sign a grant agreement with the Department. Funds will be dispersed after an agreement has been signed by the Department and the Business.
- Funds are given on a first-come, first-served basis until all funds have been obligated.



- A business may apply for the program only once during the year.
- After a business has been approved for the Bridge Program they may submit one invoice for payment (Attachment C).
- A job that qualifies for the Bridge Program will not qualify for any other Department or Governor's Office of Economic Development (GOED) programs.
 - An employer may combine the Bridge Program and other Department programs as long as each job or employee is only enrolled for one respective program.
- A newly created job that has qualified to receive GOED incentives does not qualify for the Bridge Program.
- Jobs created cannot be seasonal or temporary.
- For a business to qualify for the Bridge Program they must have at least two employees.
- The business must create the jobs, hire employees, file a quarterly UI report and request payment by June 30, 2013.
- Businesses can only participate in the Bridge Program if their expansion, retention or relocation job creation is less than 50 employees, otherwise businesses must apply for the other available State incentive programs.
- Staffing agencies, governmental organizations, retail establishments and companies that have been convicted of criminal activity are not eligible for the Bridge Program.
- Newly created jobs must be retained for at least 12 months following their creation.
- For a newly created job to qualify for the Bridge Program it must pay at least 80 percent of the County Average Wage. (A county average wage chart is included.) A newly created job will receive an incentive according to the following scale:
 - 80% Small Business Average County Wage = \$3,000.00
 - 100% Small Business Average County Wage = \$3,500.00
 - 120% Small Business Average County Wage = \$4,000.00
 - \$500.00 bonus if the person hired to fill the newly created job is a current Unemployment Insurance Claimant
- The business must be current on all Unemployment Insurance payments and state and federal taxes and have a valid business license issued by the municipality in which their business is located.
- Funds will be distributed after employees are hired, trained and retained for a minimum of one Unemployment Insurance quarter.
 - Exception: Funding can be provided up front if the business can provide proof of a legitimate training need or training program
 - In such cases the incentive will be safeguarded with repayment language as part of an agreement.
- Funds will be typically granted in one lump sum to the business.



- Businesses must guarantee that new jobs have no short-term termination timelines.
- The Bridge Program also provides an opportunity for businesses that are considering leaving the state to receive reimbursement for retaining the jobs in their current location:
 - Such requests must be made to the contact information provided on these documents and will require that a “Warn Notice” has been filed with the Department or other documentation can be provided to show the business is in the process of relocating to another state.
 - All retention funds provided by the Bridge Program must be approved by the Executive Director of the Department.
- Jobs will be calculated from an aggregate total, no existing jobs can be terminated to make way for a new job.
- The Bridge Program also provides a reimbursement opportunity for new businesses that locate to the State and hire new employees,
 - In lieu of a business license, the business will need to provide a letter of support from the local government they are locating to.
- The Department reserves the right to limit the reimbursement amount given to any one specific business.
- Only the Deputy Director of the Department has the authority to approve an application outside of these guidelines.

Monitoring

The Department, per a written agreement, will reserve the right to monitor payroll and other documentation to verify record retention required by the Bridge Program.





Department of Workforce Services
Small Business Bridge Program
Average County Wage Information 2012–2013

County	80 percent	100 percent	120 percent	Monthly Average
Beaver	\$20,952.00	\$26,190.00	\$31,428.00	\$2,655.00
Box Elder	\$19,424.00	\$24,280.00	\$29,136.00	\$2,996.00
Cache	\$21,008.00	\$26,260.00	\$31,512.00	\$2,533.00
Carbon	\$25,264.00	\$31,580.00	\$37,896.00	\$3,207.00
Daggett	\$24,296.00	\$30,370.00	\$36,444.00	\$2,531.00
Davis	\$24,816.00	\$31,020.00	\$37,224.00	\$3,215.00
Duchesne	\$30,616.00	\$38,270.00	\$45,924.00	\$3,599.00
Emery	\$24,640.00	\$30,800.00	\$36,960.00	\$4,939.00
Garfield	\$19,680.00	\$24,600.00	\$29,520.00	\$2,131.00
Grand	\$18,264.00	\$22,830.00	\$27,396.00	\$2,340.00
Iron	\$20,112.00	\$25,140.00	\$30,168.00	\$2,319.00
Juab	\$21,248.00	\$26,560.00	\$31,872.00	\$2,489.00
Kane	\$19,328.00	\$24,160.00	\$28,992.00	\$2,307.00
Millard	\$18,672.00	\$23,340.00	\$28,008.00	\$2,960.00
Morgan	\$24,104.00	\$30,130.00	\$36,156.00	\$2,836.00
Piute	\$18,784.00	\$23,480.00	\$28,176.00	\$2,050.00
Rich	\$18,192.00	\$22,740.00	\$27,288.00	\$1,873.00
Salt Lake	\$32,256.00	\$40,320.00	\$48,384.00	\$3,701.00
San Juan	\$21,440.00	\$26,800.00	\$32,160.00	\$2,660.00
Sanpete	\$19,048.00	\$23,810.00	\$28,572.00	\$2,144.00
Sevier	\$21,112.00	\$26,390.00	\$31,668.00	\$2,525.00
Summit	\$27,088.00	\$33,860.00	\$40,632.00	\$2,920.00
Tooele	\$22,768.00	\$28,460.00	\$34,152.00	\$3,517.00
Uintah	\$30,432.00	\$38,040.00	\$45,648.00	\$3,769.00
Utah	\$25,216.00	\$31,520.00	\$37,824.00	\$2,964.00
Wasatch	\$23,264.00	\$29,080.00	\$34,896.00	\$2,607.00
Washington	\$21,192.00	\$26,490.00	\$31,788.00	\$2,501.00
Wayne	\$20,160.00	\$25,200.00	\$30,240.00	\$2,262.00
Weber	\$23,368.00	\$29,210.00	\$35,052.00	\$2,921.00

This wage charge represents the average county wage paid by small businesses in each respective county in the state. This chart is not meant to subvert, replace or match other wage charts for other programs offered by the state of Utah or other governmental entities.





Department of Workforce Services
Small Business Bridge Program
Application

Company Name: _____

Mailing Address: _____

Point of Contact: _____ Title: _____ Telephone: _____

Email Address: _____ Fax Number: _____

Is this company current on all state and federal taxes? _____

Does this company have a current business license? _____

Has this company ever been charged with criminal conduct? _____

How many total jobs currently exist in this company? _____

How many new jobs is the employer creating that qualify for reimbursement (listed below)? _____

Newly Created Jobs

Annual Salary Range	Brief Description of Newly Created Job

Federal Tax ID #: _____ Employer ID #: _____

HR Contact Person: _____ Telephone: _____

Business Owner: _____ Telephone: _____

This application must be approved and an agreement fully executed before a qualifying hire can be made. Please email the completed application to DWS_BridgeProgram@utah.gov.

I understand that the Utah Department of Workforce Services will verify the information I have provided and I certify that the information on this application is true and accurate.

Printed Name and Title of Authorized Agent

Signature of Authorized Agent

Date



Department of Workforce Services



Department of Workforce Services Small Business Bridge Program Employer Agreement

This agreement sets guidelines for employers participating in the Department of Workforce Services (Department) Small Business Bridge Program. By signing this agreement, the employer indicates that he or she has read, understands and accepts the standard assurances and agreements for the Bridge Program.

This agreement is entered into by and between the Department and:

Business Name (Business) _____
Address _____

FEIN# _____
Principal's Name _____
Phone Number _____
Fax Number _____

The Department and Business (Parties) agree as follows:

1. General Contract Purpose

The purpose of this contract is to finalize an agreement between Parties that will outline the distribution of Bridge Program funds to the Business upon their completion of the items outlined in section 6 of this agreement.

2. Period of Performance

The period of performance shall be from the latest signature date of this agreement by both Parties through June 30, 2013, unless terminated sooner in accordance with the terms and conditions herein.

3. Allocation of Funds

The amount payable to the Contractor for the performance of activities outlined in this contract is not to exceed \$ _____.

4. Attachments Included as Part of This Agreement

Attachment A — Department of Workforce Services Standard Terms and Conditions
Attachment B — Bridge Program Terms and Conditions
Attachment C — Invoice for Payment

5. Monitoring

The Department maintains the right to monitor the Business's files to ensure compliance with the Bridge Program and this agreement.

6. Roles and Responsibilities of the Department

After the Business has submitted the Invoice for Payment, the Department will promptly verify the information. Next, once the eligible portion of reimbursement has been determined, the Department will send a hard copy check to the physical address of the Business.



7. Roles and Responsibilities of the Business

The Business will create new positions according to their original application and Attachment D of this Agreement. The wage paid to employees must be at the annual wage described on the application. After the Business has hired new employees to fill the position and reported those employees on at least one Unemployment Insurance Quarterly report, then the Business may submit Attachment A, Invoice for Payment, of this Agreement.

8. Department Point of Contact

Ben Hart, Director of Employer Support Initiatives
Utah Department of Workforce Services
140 East 300 South
Salt Lake City, UT 84111
Phone: 801-526-9247
Fax: 801-526-9211
Email: benhart@utah.gov

I hereby authorize this contract to be executed.

Business

Business Name

Principal's Name, Title

Signature

Date

Department

Jon Pierpont, Deputy Director
Utah Department of Workforce Services

Date

BRIDGE



Business Opportunity | Readiness Skills
Implementation | Demand
Growth | Employment Creation



Department of Workforce Services



Department of Workforce Services
Small Business Bridge Program
Attachment A: DWS Standard Terms and Conditions

The following are the Department Standard Terms and Conditions by which the Business must abide:

1. Grant Jurisdiction

The laws of the State of Utah shall govern the provisions of this reimbursement.

2. Records Administration

The Business shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Business for costs authorized by this agreement. These records shall be retained for at least four years after the program terminates or until all audits initiated within the four years have been completed. Businesses shall maintain books, records, documents and other evidence.

3. Drug-Free Workplace

The Business must agree to abide by the Department's drug-free workplace policies while performing services under this agreement.

4. Compliance with Generally Applicable State and Federal Laws

The Equal Opportunity Clause, Section 188 of the Workforce Investment Act of 1998 (WIA), prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

a. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, and national origin.

b. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities.

c. The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age.

d. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex-education programs.





Department of Workforce Services
Small Business Bridge Program
Attachment B: Bridge Program Terms and Conditions

The following are the Bridge Program Terms and Conditions by which the Business must abide:

1. The Business must verify that newly hired employees are legal U.S. citizens or meet eligible non-citizen requirements through E-Verify and/or an I-9 form.
2. The jobs created that qualify for Bridge Program reimbursement are not temporary, but will have an employee in the position for at least twelve (12) months from when he or she is hired to fill the position.
3. The Business must remain current on all Unemployment Insurance payments and state and federal taxes and have a valid business license issued by the municipality in which it is located.
4. The Business may only receive reimbursement for the number of jobs that have been approved by the Department for reimbursement.
5. The Department reserves the right to monitor payroll and other documentation to verify record retention required by the Bridge Program.
6. The Business cannot eliminate existing jobs to make way for a new job.
7. The Business certifies that all the information contained on the Invoice for Payment is accurate.
8. Jobs that qualify to receive reimbursement for the Bridge Program are not eligible to participate or receive funding from other State of Utah incentive programs.
9. By signing this agreement the Business certifies that they have read, understand and will comply with the Small Business Bridge Program documents.





Department of Workforce Services
Small Business Bridge Program
Attachment C: Invoice for Reimbursement

FEIN #: _____ Grant Number: BH1301 Invoice Number: _____

Name of Employer: _____ Phone Number: _____

Employer Address: _____

Remit Payment To: _____

Grant Amount: _____ Request Amount: _____

How many new jobs has the employer created that qualify for reimbursement (listed below)? _____

Newly Created Jobs

Name of Employee	Date of Birth	Annual Salary

I certify that the information on this Invoice for Reimbursement is true and accurate.

Printed Name and Position of Business Approver

Business Approver Signature

Date

DWS Approval

Date

Email Invoices to dws_bridgeprogram@utah.gov



Department of Workforce Services